

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : CHIEF, SERVICES BRANCH

DATE: 25 August 1948

FROM : CHIEF, SUPPLY DIVISION

SUBJECT: Monthly Report - July

Total No. of Personnel Allowed under Approved Table of Organization	Total No. of Personnel on Duty	Total No. of Personnel Interviewed and Actions Initiated	Remaining Unfilled Positions
Chief 5	4	0	1
Contract 4	4	0	0
Procurement 17	12	1	4
Real Estate & Ut. 6	5	0	1
Appliance Main. 4	3	1	0
Telephone 21	17	4	0
Storage & Issue 59	50	8	1
TOTAL 116	95	14	7

ACCOMPLISHMENTS:

1. Receiving office completed by Corps of Engineers and is being used.
2. Roof over receiving platform completed by Corps of Engineers.
3. Cracks in walls filled.
4. Satisfactory progress being made by contractors in buildings 13 and 14.
5. Renovations in Central Building for dispensary is progressing satisfactorily.
6. Vault alarm system at [REDACTED] completed and Contact Field Office moved 25X1A6b into space.
7. Space assignment reports completed.

FUTURE PLANS:

1. To rewrite present procedures in all Sections of the Division to meet the ever changing situations as the Agency expands and new programs are inaugurated.
2. To move the typewriter repair shop to [REDACTED] Warehouse for closer supervision of the activity.

25X1A6a

25X1A9a

[REDACTED]  
Chief, Supply Division

5. VOLUME:Procurement Sectiona. Requisitions:

Requisitions numbered and processed.....1038  
 Distribution as follows:  
 Procurement Section.....691  
 Storage and Issue Section.....260  
 Typewriter Repair Shop..... 42  
 Contract Section..... 12  
 Communications Division..... 22  
 Real Estate and Utilities..... 50  
 Special Procurement..... 1

Requisitions numbered and distributed but no information as to action  
 taken posted on Kardex copy:

Purchase.....0  
 Storage and Issue.....37  
 Storage and Issue (OAM).....18  
 Special Procurement.....5  
 Typewriter repairs.....4  
 Real Estate & Utilities..... 0  
 Communications Division ..... 0  
 Contract Section..... 0  
 Dispensary..... 2  
 Transportation..... 2  
 Mr. Jones.....1

Note: The above include requisitions in the process of being filled, purchase  
 orders pending distribution, checking, signature and encumbrance by Finance  
 Division.

Further breakdown of requisitions held within Procurement Section:

(a) Without action.....40  
 (b) Pending receipt of bids.....32  
 (c) Pending clearances..... 2  
 (d) Pending justification.....0  
 (e) Pending clarification.....7  
 (f) Pending repairs & billing.....0  
 (g) Number of items.....411

Requisitions and/or purchase orders completed during period:

Fiscal Year 1947: 1 Fiscal Year 1948: 459

Abstracts necessary due to improper requisitioning.....42

Requisitions on which purchase orders have been issued, but materials  
 remain outstanding:

Fiscal Year 1947: 15 Fiscal Year 1948: 1148

b. Purchase Orders:

Purchase orders prepared and typed 721.....721  
 Total number of items involved.....1733  
 PO's prepared but pending checking and signature.....25  
 PO's prepared but pending encumbrance by Fiscal Division.....128  
 Total amount expended.....\$396,691.19

c. Telephone Calls:

Total number of telephone calls received.....633  
 Total number of telephone calls out.....1152

d. Bids:

Formal bids prepared and typed.....36  
 Items involved.....280  
 Contractors invited to Bid.....343  
 Formal bids outstanding.....32  
  
 Telephone bids prepared and typed.....92  
 Items involved.....398  
 Contractors invited to bid.....143  
 Telephone bids outstanding.....0  
  
 Wire bids prepared and typed.....0  
 Wire bids outstanding.....0  
  
 Informal bids prepared and typed.....60  
 Items involved.....77  
 Contractors invited to bid.....48  
 Informal bids outstanding.....20

e. Letters:

Prepared and typed.....83

f. Memorandums:

Prepared and typed.....166

g. Wires:

Prepared and typed.....9

h. Bills of Lading:i. Petty Cash Fund:

Purchases and/or services rendered by use of Petty cash fund.\$75.59

j. Printing and Binding:

Estimates received.....\$500.00

APPLIANCE MAINTENANCE SECTION:

Number of requisitions received during month of July.....43  
 Number of requisitions completed during July.....40  
 Number of requisitions incomplete from present & previous month..22  
 Overhaul and shop work.....19  
 Overhaul and shop work on Storage & Issue machines.....20  
 Service calls.....87  
 Service calls made for NSC.....2  
 Total number of machines repaired.....128  
 Estimated dollar value of all overhauls and repairs.....\$839.50

REAL ESTATE AND UTILITIES SECTION:

Requests received prior to August 1 and which have not  
 been processed.....13  
 Requests received in writing during July.....118  
 Telephone calls received during July.....1292  
 Requests processed by memorandum .....104  
 Requests processed verbally .....408  
 Requests processed by FWA form #52.....56  
 Requisitions written for contractual services.....21  
 Work orders written for contractual services (\$82,775.51).....30  
 Requisitions written, miscellaneous.....1  
 Requests for moves of equipment.....22  
 Space moves - 1 -, Personnel moved.....30  
 Man-hours worked by regular assigned FWA laborers.....2404  
 Man-hours worked by additionally assigned FWA laborers.....32

CONTRACT SECTION:

Supply Contracts completed, unvouchered.....1✓ \$12,971.00  
 Supply Contracts pending, vouchered.....2 270,432.62  
 Supply Contracts pending, unvouchered.....3 33,240.14  
 Amendments to Supply Contracts pending, vouchered.....2 102.55  
 Amendments to Supply Contracts pending, unvouchered.....1 12,463.78  
 Amendments to Supply Contracts completed, unvouchered.....1✓  
 Service Contracts pending, vouchered.....1 Apprx. \$20 per mo.  
 Amendments to Service Contracts pending, vouchered.....4  
 Number of requisitions incomplete as of July 1 .....20  
 Number of requisitions received July 1 thru July 30.....16  
 Number of requisitions completed during July.....21  
 Number of requisitions incomplete as of August 1.....15  
 Invitations to bid issued.....3✓  
 Unnumbered contracts completed ~~un~~vouchered.....3✓ 1,014.70  
 Total number of contracts, amendments, etc., handled.....21 12,971.00  
 \$13,985.70

STORAGE AND ISSUE SECTION:Furniture Repairs:

General Repairs.....Service Calls: 50 Stock Repairs: 20  
 Refinishing.....Stock Repairs: 3  
 Service calls.....31

STORAGE AND ISSUE SECTION

	<u>Number</u>	<u>Unit</u>	<u>Weight</u>	<u>Number of Transactions</u>	<u>Number of Items</u>	<u>Number of Units</u>
1. Purchase Orders received	1,027-	3,460	302,908	390	3,464	326,479
2. Job orders for reloading and storage			2,432,406	38	59	53,997
3. Requests for local delivery or pick-up	971		1,842,837			
4. Job orders for Cargo to be processed and packed for overseas	89	19,887	234,778			
5. Requests for Domestic shipments	38	304	42,822			
6. Job orders for service	39		297,165			
7. Orders for Cargo to be shipped overseas	58	418	161,441			
<u>Office Supplies</u>						
Credit Vouchers						
Debit Vouchers						
<u>Office Equipment</u>						
Credit Vouchers	139	366	861			
Debit Vouchers	64	167	1,305			
<u>Operational Equipment</u>						
Credit Vouchers	23	208	260,948			
Debit Vouchers	5	6	271			
<u>Medical Supplies</u>						
Credit Vouchers	12	58	8,675			
Debit Vouchers	2	3	3,200			